Title I (DOE-TI)   Version 04.04.08

The purpose of this data collection is to gather Title I services a student receives, or is eligible to receive, throughout the school year. Count those students served or eligible during the fall of 2007, spring of 2008, and summer of 2008 in the Title Funded schools. This information is used for federal and state reporting.

Audience

This is a required collection for public schools, charter schools, nonpublic schools that receive services, and neglected institutions that have Title I funding. Public corporations are required to report data for public and nonpublic schools that receive or provide services.

Instructions

The required data should be collected, combined into a file, submitted to the Department of Education via the Application Center. The file must contain all the fields in the order described and must contain the data required for each field. The file may be in any of the formats contained in this document. Report those students served at any time during the school year. Report the STN number for students that are homeless and receiving services with Title I funds to the Homeless Liaison in your corporation. These students will also be reported on the DOE-AD Additional Student Information.

The required collection and signoff periods will run concurrently. The **required collection/signoff period** begins **July 7, 2008,** and ends **September 28, 2008, which** is the **final** date for submission.

During this time you are required to submit a file, review the processing results of the file for errors, and review the reports found under Data Verification for accuracy. These reports are provided for you under the section "Reports" and should be printed and reviewed by the responsible person(s). If there are any errors or inaccuracies you may correct your data file and resubmit until the end of the day of the final collection date.

After reviewing the reports and signing off online, you are required to print and sign the Title I Signoff Report. Two signatures are required: the person submitting the data and the Title I Coordinator for the corporation. Fax this signoff page to 317-233-6502.

Title I Data Layout (DOE-TI)

Field Order		Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	A	School Number	4	State-Assigned School ID **Required Field**: Yes	School building number Neglected Institutions: See reference for list of state-assigned school ID.
2	B	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to the student **Required Field**: Yes	STN number must already exist in the STN Lookup
3	C	ESEA Title I Program	1	What Title Program is providing service to the student? **Allowable Codes Are:** 1 = Regular Title I, Part A program 2 = Migrant Title I, Part C program 3 = Both Regular and Title I, Part A program and Migrant Title I, Part C program 5 = Eligible for Regular Title I, Part A program but not served 6 = Title I Neglected **Required Field**: Yes	1. Student receiving services through a regular Title I schoolwide or targeted assistance program (mostly at elementary) 2. Migrant Title I, Part C; a student certified as migrant and receiving services through a Migrant Education project (only 30 districts statewide) 3. Both Title I, Part A and Migrant Title I, Part C; a student receiving services through both 1 and 2 4. Intentionally omitted 5. Student is eligible for the Title I program but student is not served. Eligible children are defined as those who are failing or most at risk to meet state student performance standards. Field 21, grade level, must be completed, other fields can be set to the default (N, blank, whatever is applicable to each field) for students that are eligible and not served. 6. Student receiving services through a Title I neglected institution.

Field Order		Fieldname Description	Length	Data Field Specification and Requirements	Notes
4	D	Reading Instruction	1	Does the student receive Title I instruction in Reading/Language Arts? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	Student must have completed the instruction at this school during the grading period or completion of a program during the year. See scenario #1
5	E	Math Instruction	1	Does the student receive Title I instruction in Mathematics? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	Student must have completed the instruction at this school during the grading period or completion of a program during the year. See scenario #1
6	F	Science Instruction	1	Does the student receive Title I instruction in Science? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	Student must have completed the instruction at this school during the grading period or completion of a program during the year. See scenario #1
7	G	Vocational Instruction	1	Does the student receive Title I instruction in Vocational/Career? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	Student must have completed the instruction at this school during the grading period or completion of a program during the year. See scenario #1
8	H	Social Studies Instruction	1	Does the student receive Title I instruction in Social Studies? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	Student must have completed the instruction at this school during the grading period or completion of a program during the year. See scenario #1
9	I	Guidance Support	1	Does the student receive Title I Support Services in Guidance/Social Work? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
10	J	Health Support	1	Does the student receive Title I Support Services in Health/Dental? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
11	K	Home Visitation Support	1	Does the student receive Title I Support Services in Home Visitation? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	

Field Order		Fieldname Description	Length	Data Field Specification and Requirements	Notes
12	L	Prekindergarten Extended Time Opportunities	1	Does the student receive Title I services beyond the regular school day in **Prekindergarten**? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
13	M	Extended-Day Kindergarten Extended Time Opportunities	1	Does the student receive Title I services beyond the regular school day in **Extended-Day Kindergarten**? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
14	N	Before School Extended Time Opportunities	1	Does the student receive Title I services beyond the regular school day **Before School**? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
15	O	After School Extended Time Opportunities	1	Does the student receive Title I services beyond the regular school day **After School**? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
16	P	Saturday School Extended Time Opportunities	1	Does the student receive Title I services beyond the regular school day in **Saturday School**? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
17	Q	Summer School Extended Time Opportunities	1	Does the student receive Title I services beyond the regular school day in **Summer School**? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
18	R	Jump Start Extended Time Opportunities	1	Does the student receive Title I services beyond the regular school day in **Jump Start**? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	

Field Order		Fieldname Description	Length	Data Field Specification and Requirements	Notes
19	S	**Year-Round Sessions Extended Time Opportunities**	1	Does the student receive Title I services beyond the regular school day in **Year-Round Sessions**? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
20	T	**Extended Time Opportunities**	1	Does the student receive Title I extended time opportunities in any other category than those in fields 12,13,14,15, 16,17, 18, and 19 **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
21	U	**Grade Level**	2	**Allowable Codes Are:** PW = Preschool Ages 0-2 PK = Prekindergarten Ages 3-5 KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult **Required Field: Yes**	Prekindergarten students, age 5, are students who are not eligible for Kindergarten because their birth date falls after the official enrollment date for Kindergarten. PW – students who are provided Special Education services or Title I services from birth through Age 2. 13 = Grade 12+/Adult: These may be students who received Certificates of Achievement or Course Completion and who have returned for further education and to possibly earn a regular or other diploma.
22	V	**School Choice**	1	Is this student attending this school because their school of residence did not make AYP the prior year? **Allowable Codes are:** I = Identified Y = Yes this is the school of choice Not applicable = N or blank or space **Required Field: Yes**	I = Identified but did not transfer to the school of choice (School of residence reporting data) Y = This school is the school of choice, school of residence did not make AYP (school of choice reporting data) This does not apply to students who prefer to go to Charter schools or Nonpublic schools.
23	W	**Migrant Student**	1	Is the student a migrant student? **Allowable Codes Are:** Y = Yes N = No **Required Field: Yes**	Migrant students are migratory workers, or the children of migratory workers, who relocate in order to obtain seasonal or temporary employment in agriculture or fishing.

Field Order		Fieldname Description	Length	Data Field Specification and Requirements	Notes
24	X	**Language Minority Status** Also referred to as Limited English Proficient (LEP, ESL, or ELL)	1	Which proficiency code best describes the language minority student? **Allowable Codes Are:** 1 = Fluent English Proficient (FEP) 2 = Limited English Proficient (LEP) 3 = Native English Speaker (Immigrant only) Blank or 0 = Not a language minority student **Required Field: Yes**	FEP: A language minority student is considered to be FEP if the student's English language abilities are "near native" or "native-like", as determined by English language proficiency instrument, and if the student's academic performance in English is at grade level. <u>English Language Proficiency Level 4 and 5 are allowed for FEP students.</u> LEP: A language minority student is considered to be LEP if the student's English abilities are limited (or non-existent), as determined by an English language proficiency instrument, and if the student's academic performance in English is not at grade level. **Native English Speaker**: This code is used to only for immigrant students from English speaking countries (e.g., England, Australia).
25	Y	**Special Education Participant**	1	Does this student have an individualized education plan (IEP)? **Allowable Codes Are**: Y = Yes N = No or not applicable **Required Field: Yes**	Is this student officially considered to be participating in a Special Education Program?

References:

STN Calendar

STN Lookup data Layout – STN number must exist in the STN Lookup file.

Title I Instructions and Definitions - http://www.doe.state.in.us/TitleI/welcome.html

Title I Neglected Institutions Assigned School ID - http://www.doe.state.in.us/stn/pdf/TI_neglected_institutions0708.pdf

Common Scenarios:

The following section contains some likely scenarios of services received and a description of how they would be reported.

Scenario #1: Mobile Students
Scenario: A student received Title I Math services in the first grading period from school B. The student moves to school D and receives Title I Math services during the 2nd grading period for four days. The student moves to school C and receives Title I Math services for the 3rd grading period only. The student moves back to school B and receives Title I Math services again for the 4th grading period.

Reporting Results: School B reports this student once for Title I services. School C reports this student once for Title I services. School D does NOT count this student. If a student received Title I services for a reasonable period of time (at least one grade period or completion of program during the year, such as a summer program, or another extended-time opportunity), the student is reported as having received Title I services.

Scenario #2: Support Services
Scenario: A student receives support services but the support services are not paid by Title I funds.
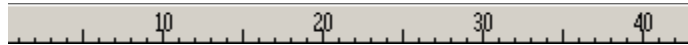
Reporting Results: In a schoolwide program the Title I students are reported as Y (Yes) for the support service they receive. In a targeted assistance Title I school, only report Title I funded services for targeted Title I students.

Example Data File Formats

The following section contains example data files in the allowed comma-delimited, positional and XML formats.

Comma Delimited Format

0001,000105001,1,Y,Y,N,N,N,N,N,N,N,N,N,N,N,N,N,N,03,Y,Y,1,N

Positional Format

```
         10        20        30        40
|....|....|....|....|....|....|....|....|....|
00010001050011YYNNNNNNNNNNNNNNNNNN03YY1N
```

XML Format
```
<XIF_TIData>
    <Corporation Id="">
        <School Id="">
            <Student STN="">
                <ProgramInfo ESEAProgram="" />
                <Instruction Reading="" Math="" Science="" Vocational="" SocialStudies="" />
                <Support Guidance="" Health="" HomeVisit="" />
                <ExtendedTime PKExtended="" KGExtended="" Before="" After="" Saturday=""
                 Summer="" JumpStart="" YearRound="" OtherExtended="" />
                <SchoolUse Grade="" SchoolChoice=""/>
                <Demographics Migrant="" LangMinorityStatus="" SpecialEducation=""/>
            </Student>
        </School>
    </Corporation>
</XIF_TIData>
```

Change History

Version	Change History
04.04.08	Collection dates updated for 2007-2008 Collection Updated Instructions for reporting homeless student receiving Title I services Updated Instructions to reflect concurrent Collection and Signoff periods Updated link in Reference section for list of Neglected Institutions
	Start of 07-08 School Year
08.15.07	Link changed in Reference section for Neglected Institutions Added notes in field 22 for clarity
07.02.07	Field 22 added allowable code of N for not applicable Field 24 added allowable code of 0 for not a language minority student
05.15.07	Field 24 added code 3 to be consistent with DOE-LM reporting. (Omitted from version 05.14.07)
05.14.07	Collection dates changed for 06-07 collection. Audience section changed. Trial Period removed. Title I Programs, field 3, added codes 2, 3 to be consistent with DOE-LM reporting
	Start of 06-07 School Year
08.14.06	Correction made to comma delimited and positional formats.
05.30.06	Instructions and audience changed for this collection specific to Title I funded schools only. Codes changed on Program (field 3), 1, 5, and 6 are only valid codes. Socio Economic Status removed and replaced with new field, Migrant student.
05.16.06	Supplemental Services fields 21, 22 removed. Fields 21-25 added, originally collected on the DOE-PS. DOE-PS no longer collected. Notes on field 3 code 5 eligible but not served, code 3 migrant Title I changed, and code 6 neglected institutions added. Instructions added for signoff page to be faxed. Collection Dates changed. Neglected Institutions included in collection, reference on assigned numbers.
	Start of 05-06 School Year
06.30.05	Trial period dates changed. Files submitted during trial will be deleted at the end of the trial period.
06.02.05	Added OtherExtended to XML (field 20)
05.23.05	XML format revised. The comma and positional format were missing one field.
05.18.05	Scenario #1 and #2 added. Notes on grading period added on fields 4-8.
04.14.05	Field #3 Title I participant for regular Title I only and eligible for regular Title 1. Field #21, note changed. Field order 16 was duplicated.
04.12.05	Audience added, Notes added, Field 3 expanded to include eligible students.
09.23.05	Original layout Start of 04-05 School Year